

# APPLICATION FOR DEVELOPMENT REVIEW



## COUNTY OF APPOMATTOX DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

*Office of the County Administrator*

7/30/2007

## APPLICATION REQUIREMENTS

1. *Consultation* with the County planning staff to review the feasibility of the proposal and to obtain recommended procedures and technical assistance. Applicant is encouraged to contact adjoining property owners to inform them of the proposal.
2. *Application* must be legible and signed by property owner, contract purchaser, or owner's agent. If applicant is not the property owner, owner's authority letter must be supplied.
3. *Justification* stating in general terms the change in use of the property, the effect of the changes on the surrounding area, the reasons for the request, the consistency of the request with the Comprehensive Plan, and the consistency of the request with the general purposes of the Zoning Ordinance and the purpose stated at the beginning of the applicable district regulations.
4. *Concept Plan* of the proposed project and concept plan checklist must be submitted with the application. Plan must be 8 ½ " X 11".
5. *Metes and bounds description* must accompany rezoning and conditional use permit application.
6. *Highway Entrance Permits and Approved Water/Sewer Permits* must accompany rezoning and conditional use permit application, if applicable.
7. *List of adjoining property owners* including owner's names, addresses (mailing address including zip code) and tax map numbers of all adjacent properties must accompany application, including those in adjacent jurisdictions. (Refer to tax records in the County Commissioner of Revenue's office or office in appropriate jurisdiction).
8. *Application fees* must accompany application and are as follows:

Rezoning	\$300	Variance	\$200
Conditional Use	\$200	Appeal of Decision	\$200

For further information or assistance, please contact us at:

Appomattox County Department of Community  
& Economic Development  
175 Morton Lane  
Appomattox, VA 24522

Phone: (434)352-8183  
Fax: (434) 352-4214  
E-mail: johnnie.roark@appomattoxcountyva.gov

ALL REQUIRED ITEMS MUST BE SUBMITTED BEFORE THE APPLICATION DEADLINE

**APPLICATION DEADLINE IS NO LATER THAN 4:30 P.M. ON THE 15<sup>TH</sup> OF THE MONTH. IF THE 15<sup>TH</sup> FALLS ON A WEEKEND OR HOLIDAY, THEN APPLICATIONS WILL BE ACCEPTED THROUGH 4:30 P.M. ON THE NEXT BUSINESS DAY.**



## COUNTY OF APPOMATTOX

Department of Community &  
Economic Development  
175 Morton Lane  
Appomattox, VA 24522  
(434) 352-8183 Fax: (434) 352-4214  
E-Mail: johnnie.roark@appomattoxcountyva.gov

*For staff use only*

*date received:*

*application fee: \$*

*File Number:*

*received by:*

*PC date:*

*BZA date:*

*BOS date:*

### ALL APPLICATIONS

Check type of application filed (check all that apply):

☐ REZONING ☐ CONDITIONAL USE ☐ VARIANCE ☐ APPEAL

Applicant's Name:

Phone:

Fax:

Address:

E-Mail:

Zip Code:

**NOTE: IF NOT THE SAME AS OWNER, MUST SUBMIT SIGNED OWNERS AUTHORITY LETTER.**

Owner's Name:

Phone:

Fax:

Address:

E-Mail:

Zip Code:

Authorized Agent:

Phone:

Fax:

Address:

E-Mail:

Zip Code:

**NOTE: IF NOT THE SAME AS OWNER, MUST SUBMIT SIGNED OWNERS AUTHORITY LETTER.**

Engineer:

Phone:

Fax:

Address:

E-Mail:

Zip Code:

Location of Property: (Directions from Appomattox)

Tax Map Number(s):

Magisterial District:

Size of Parcel(s):

Acres

Sq. Ft.

Amount of Area to be utilized

Existing Zoning:

Existing Land Use:

Additional Information:

**REZONING AND CONDITIONAL USE PERMIT APPLICATION (R/C)**

Current Zoning:

Proposed Zoning:

*For Staff use only*

Proposed Land Use:

*Use Type:*Does the parcel meet the minimum lot area, width, and frontage requirements of the requested district? ☐ Yes ☐ NoDoes the parcel meet the minimum criteria for the requested use type? ☐ Yes ☐ No**If NO, a variance is required first.**If rezoning or conditional use requests, are conditions being proffered with this request? ☐ Yes ☐ No**If YES, copy must be attached.****VARIANCE APPLICATION (V)**

Variance of Section(s) \_\_\_\_\_ of the Appomattox County Zoning Ordinance in order to:

Is the application complete? ☐ Yes ☐ No Please check if enclosed. APPLICATION WILL NOT BE ACCEPTED IF ANY OF THESE ITEMS ARE MISSING OR INCOMPLETE.

Check off completed items:

ITEMS	Rezoning	Conditional Use	Variance	Appeal
Consultation				
Application				
Justification				
8 1/2" x 11" concept plan				
Metes and bounds description				
Water and Sewer permits				
VDOT Entrance Permit				
Application Fee				
Proffers, if applicable				
Adjoining property owners				
Owners Authority Letter				

***I hereby certify that I am either the owner of the property or the owner's agent or contract purchaser and acting with the knowledge and consent of the owner.*****Owner/Agent Signature:** \_\_\_\_\_

## JUSTIFICATION FOR REZONING OR CONDITIONAL USE PERMIT

Applicant: \_\_\_\_\_

The Planning Commission will study rezoning and conditional use permit requests to determine the need and justification for the change in terms of public health, safety, and general welfare. Please answer the following questions as thoroughly as possible. Use additional space if necessary.

**Please explain how the request furthers the purposes of the Zoning Ordinance as well as the purpose found at the beginning of the applicable zoning district classification in the zoning ordinance.**

**Please explain how the project conforms to the general guidelines and policies contained in the Appomattox County Comprehensive Plan.**

**Please describe the impact(s) of the request on the property itself, the adjoining properties, and the surrounding area, as well as, the impacts on public services and facilities, including water/sewer, roads, schools, parks/recreation, and fire/rescue.**

## CONCEPT PLAN CHECKLIST

A concept plan of the proposed project must be submitted within the application. The concept plan shall graphically depict the land use change, development, or variance that is to be considered. Further, the plan shall address any potential land use or design issues arising from the request. In such cases, involving rezonings, the applicant may proffer conditions to limit the future use and development of the property and by so doing, correct any deficiencies that may not be manageable by County permitting regulations.

The concept plan should not be confused with the site plan or plot plan that is required prior to the issuance of a building permit. Site plan and building permit procedures ensure compliance with State and County development regulations and may require changes to the initial concept plan. Unless limiting conditions are proffered and accepted in a rezoning or imposed on a conditional use permit or variance, the concept plan may be altered to the extent permitted by zoning district and other regulations.

A concept plan is required with all rezonings, conditional use permit, and variance applications. The plan should be prepared by a professional site planner. The level of detail may vary, depending on the nature of the request. The County planning staff may exempt some of the items or suggest the addition of extra items, but in general, the following are considered minimum:

### ***ALL APPLICANTS***

- a. Applicant name and name of development.
- b. Date, scaled, and north point of plan.
- c. Lot size, in acres or square feet and dimensions.
- d. Location, names of owners, and tax map numbers of all adjoining properties.
- e. Physical features such as ground cover, natural watercourses, floodplains, etc.
- f. The zoning and land use of all adjacent properties.
- g. All property lines and easements.
- h. All buildings, existing and proposed, and dimensions, floor area and heights.
- i. Location, widths, and names of all existing or platted streets or other public ways within or adjacent to the development.
- j. Dimensions and location of all driveways, parking spaces and loading spaces.

### ***Additional information required for REZONING AND CONDITIONAL USE PERMITS***

- k. Show existing utilities (water, sewer, storm drains) and connections at the site.
- l. Any driveways, entrance/exits, curb openings, and crossovers.
- m. Topography map on a suitable scale and contour intervals.
- n. Approximate street grades and site distances at all intersections.
- o. Locations of all adjacent fire hydrants.
- p. Please submit any proffered conditions at the site and how they are addressed.
- q. If project is to be phased, please show phasing schedule.

I certify that all items required in the checklist above are complete.

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Signature of applicant

**OWNERS AUTHORITY LETTER**

STATE OF VIRGINIA

CITY/COUNTY OF \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,

I, \_\_\_\_\_, the owner of \_\_\_\_\_

(Describe land by Parcel Identification Number) make, constitute, and appoint \_\_\_\_\_

my true and lawful agent and in my name, place, and stead giving unto said \_\_\_\_\_

full power and authority to do and perform all acts and make all representation necessary, without any limitations

whatsoever, to make application for said rezoning/conditional use permit/variance (circle one). The right, powers, and

authority of said agent herein granted shall commence and be in full force and effect on \_\_\_\_\_,

\_\_\_\_\_, and shall remain in full force and effect thereafter until actual notice, by certified mail,

return receipt requested, is received by the Appomattox County Department of Community & Economic Development

stating that the terms of this power have been revoked or modified.

\_\_\_\_\_  
Owner

COMMONWEALTH OF VIRGINIA:

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ in my County  
and State aforesaid, by the aforementioned Principal.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

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**Office Use Only**

File Number \_\_\_\_\_

Date Accepted \_\_\_\_\_, \_\_\_\_\_

**ADJACENT PROPERTY OWNERS AFFIDAVIT**

STATE OF VIRGINIA

CITY/COUNTY OF \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,

I, \_\_\_\_\_, hereby make oath that the list of surrounding property owners, obtained concurrent with this application, including any adjoining jurisdictions within one-half mile of all portions of the subject area, is a true and accurate list as submitted with my application.

\_\_\_\_\_  
Owner/Contract Purchaser/Authorized Agent  
(Circle One)

COMMONWEALTH OF VIRGINIA:

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ in my County and State aforesaid, by the aforementioned Principal.

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

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**OFFICE USE ONLY**

File Number \_\_\_\_\_

Date Accepted \_\_\_\_\_, \_\_\_\_\_



List of Adjoining Property Owners	
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**Tax Map #**

Name

## Address

[illegible]